Figure 376: Linked files

Creating the reference with the keyboard

Typing the reference is simple once you know the format the reference takes. The reference has three parts to it:

- Path and file name
- Sheet name
- Cell reference

From Figure 376, you can see that the general format for the reference is:

```
='file:///Path & File Name'#$'SheetName'.CellReference
```

> ✅ **Note**
>
> The reference for a file has three forward slashes ///, while the reference for a hyperlink has two forward slashes //. See "Using hyperlinks and URLs" below.

Using hyperlinks and URLs

Hyperlinks can be used in Calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files, or even to web pages.

Relative and absolute hyperlinks

Hyperlinks stored within a file can be either relative or absolute.

A relative hyperlink says, *Here is how to get there starting from where you are now* (meaning from the folder in which your current document is saved), while an absolute hyperlink says, *Here is how to get there no matter where you start from*.

An absolute link will stop working if the target is moved. A relative link will stop working if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, an absolute hyperlink will break but a relative one will not.

To change the way that Calc stores the hyperlinks in your file, select **Tools > Options > Load/Save > General** and in the *Save* area of the dialog, choose if you want URLs (Universal Resource Locators) saved relatively when referencing the file system, or the Internet, or both.

An absolute path such as *c:\homepage\graphics\picture.gif* would no longer function on a web server. Neither a web server nor the computer of a reader needs to have a c: hard drive, operating systems such as Unix or macOS do not recognize drive letters, and even if the folder *homepage\graphics* existed, your picture would not be available. It is better to use relative linking for file links. Relative linking is only possible when the document you are working on is on the same drive as the link destination.

Calc will always display an absolute hyperlink. Do not be alarmed when it does this even when you have saved a relative hyperlink. This 'absolute' target address will be updated if you move the file.